

RECORD OF PROCEEDINGS

Sheffield-Sheffield Lake City Schools  
Administration Center

Regular Meeting  
August 22, 2024

**I. OPENING ITEMS**

- A. Call to Order
- B. Roll Call

Notice of this meeting was given in accordance with the provisions of Policy BDDA of the Sheffield-Sheffield Lake Board of Education, which were adopted in accordance with Section §121.22 of the Ohio Revised Code and the Ohio Administrative Procedures Act.

Present: Mrs. Czech, Mrs. DeLuca, Mrs. Jensen, Mrs. Lopez, Mrs. Miller  
Absent: None

- C. Pledge of Allegiance

**II. AGENDA**

- A. Motion to approve the agenda.

**24-145** Mrs. DeLuca moved, seconded by Mrs. Miller that the Sheffield-Sheffield Lake Board of Education approves the agenda.

Yes: Mrs. Czech, Mrs. DeLuca, Mrs. Jensen, Mrs. Lopez, Mrs. Miller  
No: None  
Motion Carried: 5-0

**III. INFORMATIONAL ITEMS/BOARD RECOGNITIONS**

Mr. Cook – Spoke about the new traffic pattern at BIS which went well. There were some transportation hiccups that will be addressed and taken care of this evening.  
Mrs. Jensen – Spoke about the number of parents who are driving their students to school compared to the number who ride the bus, is this a choice or a result of missing the bus? Are we fostering independence and responsibility with our students to make it to the bus stop in the morning?  
Mrs. DeLuca asked about the new morning drop off.

**IV. TREASURER'S BUSINESS**

- A. Reports
- B. Approval of Minutes

**24-146** Mrs. DeLuca moved, seconded by Mrs. Miller that the Sheffield-Sheffield Lake Board of Education approves the minutes from the following agenda(s).

**Regular Meeting – August 8, 2024**

Yes: Mrs. Czech, Mrs. DeLuca, Mrs. Jensen, Mrs. Lopez, Mrs. Miller  
No: None  
Motion Carried: 4-0

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**C. K-12 BUSINESS CONSULTING, INC.AGREEMENT**

- 24-147** Mrs. Czech moved seconded by Mrs. DeLuca that the Sheffield-Sheffield Lake Board of Education approve the attached **K-12 BUSINESS CONSULTING, INC. OHIO FIVE YEAR FORECASTING PROGRAM CUSTOMER** granting the use of the forecasting program in a non-exclusive, limited subscription.

Yes: Mrs. Czech, Mrs. DeLuca, Mrs. Jensen, Mrs. Lopez, Mrs. Miller  
No: None  
Motion Carried: 5-0

**D. FINANCIAL STATEMENTS**

- 24-148** Mrs. DeLuca moved seconded by Mrs. Miller that the Sheffield-Sheffield Lake Board of Education approve the enclosed financial statements.

Yes: Mrs. Czech, Mrs. DeLuca, Mrs. Jensen, Mrs. Lopez, Mrs. Miller  
No: None  
Motion Carried: 5-0

**V. SUPERINTENDENT’S BUSINESS/HUMAN RESOURCES**

**A. Resignations/Leave Requests/Retirements**

- 24-149** Mrs. Czech moved, seconded by Mrs. DeLuca that the Sheffield-Sheffield Lake Board of Education approves Items A through E.

It is recommended that the Sheffield-Sheffield Lake Board of Education honor the following employee(s) request:

- a. **Talia Albaugh**, Murray Ridge ESP, resigning , effective for the 2024-25 school year.
- b. **Theresa Andorka**, BIS/BHS ESP, and Monitor, retiring , effective September 30, 2024.
- c. **Kathleen Heckert**, Knollwood Noon Monitor, resigning, to accept another position in the district.
- d. **Cari Main**, BIS paraprofessional, resigning, effective August 22, 2024, to accept another position in the district.
- e. **Mary Pokrywka**, Elementary Music teacher, resigning, effective August 9, 2024.

**B. Tutors**

It is recommended that the Sheffield-Sheffield Lake Board of Education approve the following certified personnel at the appropriate salary schedule rate as per the Master Agreement with modified hours to reflect the posting, and contingent upon successful completion of all certification and payroll requirements.

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- a. **Christine Oravets**, Title I Tutor, 6 hrs./day, 160 days/yr., effective August 29, 2024, for the 2024-25 school year.

**C. Classified**

It is recommended that the Sheffield-Sheffield Lake Board of Education approve the following classified personnel at the appropriate salary schedule rate as per the Master Agreement and contingent upon successful completion of all payroll requirements.

- a. **Roderick Davis**, BIS ESP, Step 1, 7 hrs./day, 181 days plus contracted holidays effective August 20, 2024.
- b. **Kathleen Heckert**, BIS ESP, Step 1, 7 hrs./day, 181 days plus contracted holidays effective August 20, 2024.
- c. **Cari Main**, BIS Secretary, Step 1, 8 hrs./day, 215 days/yr. plus contracted holidays effective August 20, 2024.
- d. **Crystal Parsons**, BMS ESP, Step 1, 7 hrs./day, 181 days plus contracted holidays effective August 20, 2024.

**D. Supplemental**

Mrs. Czech moved, seconded by Mrs. DeLuca that the Sheffield-Sheffield Lake Board of Education award a Supplemental Contract at the appropriate salary schedule rate as per the Master Agreement to the following personnel contingent upon successful completion of all payroll requirements and current certifications.

- a. **Amy Baughman**, BIS Student Council Advisor, Class VI, Step 0, effective September 1, 2024.
- b. **Julie Kinnear**, BHS Junior Class Advisor, Class Vi, Step 3, effective August 23, 2024.
- c. **Alison Macke**, BHS Junior Class Advisor, Class VI, Step 1, effective August 23, 2024.

**E. Certified**

Mrs. Czech moved, seconded by Mrs. DeLuca that the Sheffield-Sheffield Lake Board of Education approve the following certified personnel at the appropriate salary schedule rate as per the Master Agreement and contingent upon receipt of all required documents, certification, and payroll requirements.

- a. **Lillian Vandenberg**, Elementary Music Teacher, BA, Step 1, effective for the 2024-25 school year.

Yes: Mrs. Czech, Mrs. DeLuca, Mrs. Jensen, Mrs. Lopez, Mrs. Miller

No: None

Motion Carried: 5-0

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**F. Parent/Community/Band Volunteer**

**24-150** Mrs. DeLuca moved, seconded by Mrs. Czech that the Sheffield-Sheffield Lake Board of Education approve the following individual(s) to serve as volunteers at no cost to the district for the 2024-25 school year/season.

- a. **Amber DiBattiste**, Parent/Community/Band Volunteer, at no cost to the district, effective August 1, 2024.
- b. **Rachael Seekins**, BHS/BMS Volunteer Volleyball Coach, at no cost to the district, effective August 19, 2024.

Yes: Mrs. Czech, Mrs. DeLuca, Mrs. Jensen, Mrs. Lopez, Mrs. Miller

No: None

Motion Carried: 5-0

**VI. Business Operations**

**24-151** A. Mrs. Miller moved, seconded by Mrs. Lopez, that the Sheffield-Sheffield Lake Board of Education approve the attached **TEACHER PROFESSIONAL ORGANIZATION AGREEMENT**.

Yes: Mrs. Czech, Mrs. DeLuca, Mrs. Jensen, Mrs. Lopez, Mrs. Miller

No: None

Motion Carried: 5-0

**24-152** B. Mrs. Miller moved, seconded by Mrs. DeLuca, that the Sheffield-Sheffield Lake Board of Education rescind the **COMPLAINTS OF SEX DISCRIMINATION AND SEX-BASED HARASSMENT POLICY** adopted on August 8, 2024 and continue with the policy as it was written in the current policy.

Yes: Mrs. Czech, Mrs. DeLuca, Mrs. Jensen, Mrs. Lopez, Mrs. Miller

No: None

Motion Carried: 5-0

**24-153** C. Mrs. Miller moved, seconded by Mrs. DeLuca, that the Sheffield-Sheffield Lake Board of Education approve the attached **AMERICAB TRANSPORTATION CONTRACT** which would provide transportation for student and monitor for the 2024-25 school year.

Yes: Mrs. Czech, Mrs. DeLuca, Mrs. Jensen, Mrs. Lopez, Mrs. Miller

No: None

Motion Carried: 5-0

**24-154** D. Mrs. Czech moved, seconded by Mrs. DeLuca, that the Sheffield-Sheffield Lake Board of Education approve the attached **LORAIN COUNTY ALCOHOL AND DRUG ABUSE**

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**SERVICE (LCADA) PROPOSAL** which provides alcohol and drug prevention services to the Sheffield-Sheffield Lake schools for the 2024-25 school year.

Yes: Mrs. Czech, Mrs. DeLuca, Mrs. Jensen, Mrs. Lopez, Mrs. Miller

No: None

Motion Carried: 5-0

**24-155** E. Mrs. Miller moved, seconded by Mrs. Lopez, that the Sheffield-Sheffield Lake Board of Education approve the attached **PRESCHOOL FAMILY HANDBOOK REVISIONS** for the 2024-25 school year.

Yes: Mrs. Czech, Mrs. DeLuca, Mrs. Jensen, Mrs. Lopez, Mrs. Miller

No: None

Motion Carried: 5-0

**VII. Comments from the Public**

*"In order for the Board to fulfill its obligation to complete the planned agenda in an effective and efficient fashion, a maximum of 30 minutes of public participation may be permitted at each meeting. Each person addressing the Board shall give his/her name and address. If several people wish to speak, each person is allotted three minutes until the total time of 30 minutes is used. During that period, no person may speak twice until all who desire to speak have had the opportunity to do so. People desiring more time should follow the procedure of the Board to be placed on the regular agenda. The period of public participation may be extended by a vote of most of the Board, present and voting."*

**VIII. Standing Committee Report**

**A. Joint Vocational School – Sandy Jensen**

Open House was last week during the Board Meeting.

A survey done by Burgess & Burgess was distributed to find out the pros and cons of the JVS.

**B. Athletic Counsel – Sheila Lopez**

Boys' Basketball Night at the Races on 9/28 at the VFW.

Mrs. Lopez shared the current records and games of all teams.

**C. Legislative Liaison – Amy DeLuca**

No report.

**D. Endowment Fund – Lisa Miller**

The summer meeting was last Tuesday with no significant business. A \$20 cash raffle will be held.

**E. S.A.L.T. – Student Achievement Leadership Team- Pat Czech**

**FELC** – The staggered starts of PreK and Kindergarten students allow for a calm, caring way to welcome our youngest students to the district.

**Knollwood** – Monday's Popsicle with the Principal served as the Open House to welcome our first and second grade students and parents back to school, a great way to start off the new school year.

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**BIS** – The third through sixth grade Open House last night was well attended. Our BIS students were so happy to see both their teachers and fellow students with hugs and smiles all around. Many parents commented on how nice their alma mater the former “Brookside High School” looked.

**BMS** – Open House was well attended yesterday. The halls were crowded with smiling staff members, as well as students and parents happy to see their friends.

**BHS** – Students grade 1-12 have returned for the 2024-25 school year.

The new process for paying student fees has been implemented district wide. Parents who currently have a PayFor It account have been directed to the new PaySchools site as stated on the district website.

**F. Finance** – Sheila Lopez  
Meetings will start soon.

**G. Centennial Committee**

The Alumni Cardinal Cruise will be on 9/14/24 from 6-10 PM. Mrs. Jensen has been utilizing social media and newspapers, The Journal, The Chronicle and Westlife to notify the public of the events.

**IX. ADJOURNMENT**

**24-156**

Mrs. DeLuca moved, seconded by Mrs. Lopez that the Sheffield-Sheffield Lake Board of Education adjourn.

Time: **6:10 PM**

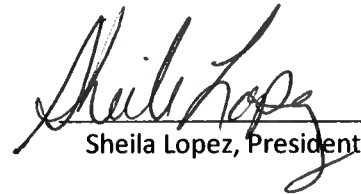
Yes: Mrs. Czech, Mrs. DeLuca, Mrs. Jensen, Mrs. Lopez, Mrs. Miller

No: None

Motion Carried: 5-0



Adam Hines, Treasurer

  
Sheila Lopez, President

**The next regular meeting will be on September 12, 2024, at Brookside High School at 5:30 PM**